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ACTING DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
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GAVIN NEWSOM  
GOVERNOR

June 10, 2019

ALL COUNTY LETTER (ACL) NO. 19-52

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY IEVS COORDINATORS  
ALL COUNTY SPECIAL INVESTIGATIVE UNIT CHIEFS  
ALL COUNTY CONSORTIA MANAGERS  
ALL CALFRESH PROGRAM SPECIALISTS  
ALL CALWORKS PROGRAM SPECIALISTS  
ALL CONSORTIA PROJECT MANAGERS  
ALL QUALITY CONTROL PROGRAM COORDINATORS

SUBJECT: INCOME AND ELIGIBILITY VERIFICATION SYSTEM: NEW HIRE  
REGISTRY MATCH, NOTIFICATION OF NEW EMPLOYMENT  
FORM (SAWS 30)

REFERENCE: [SOCIAL SECURITY ACT SECTION 1137](#); [7 CODE OF FEDERAL REGULATIONS \(CFR\) 272.8](#), [7 CFR 273.18\(d\)\(1\)](#), [45 CFR 205.56\(a\)\(1\)\(iv\)](#), [45 CFR 233.20\(a\)\(13\)\(i\)\(E\)](#); [WELFARE AND INSTITUTIONS CODE \(W&IC\) SECTION 10980](#); [MANUAL OF POLICIES AND PROCEDURES \(MPP\) SECTION 20-006.421](#); [ACL NO. 17-41 DATED JUNE 6, 2017](#), [ACL NO. 18-22 DATED MARCH 27, 2018](#)

The purpose of this ACL is to provide County Welfare Departments (CWDs) with a new form, the Notification of New Employment (SAWS 30). The SAWS 30 will serve as a notification letter and Income Reporting Threshold (IRT) reminder for CalFresh and California Work Opportunity and Responsibility to Kids (CalWORKs) recipients who recently became employed. The CWDs must utilize the SAWS 30 in response after receiving the Income and Eligibility Verification System (IEVS) New Hire Registry (NHR) match.

**Background**

Legislation enacted in 1992 (AB 836) required employers to report every newly hired or rehired employee to the Employment Development Department (EDD) NHR. In 1994, Legislation allowed CDSS access to the NHR match for the purpose of verifying employment of CalFresh and CalWORKs recipients. CDSS began processing the NHR match in September 1996 as part of the IEVS.

The IEVS is a series of manual and automated matches that county staff process throughout the year to verify information reported by CalFresh and CalWORKs recipients. The NHR match runs CalFresh and CalWORKs recipient information against EDD NHR to produce the NHR abstract. The NHR abstract is provided to the CWDs as part of the IEVS. The IEVS provides county staff with information from external data sources to assist in the continued determination of a CalFresh and CalWORKs recipient's eligibility.

**Summary of the SAWS 30 Form**

The SAWS 30 will be sent for all NHR matches to satisfy the 45-day client verification letter requirement in accordance with [ACL No. 17-41](#). The purpose of the SAWS 30 is to remind the recipient of their household's/assistance unit's IRT, and also provide an opportunity for the recipient to report income over their IRT.

The SAWS 30 does NOT require a recipient response. Due to the absence of income, wage, and/or asset information from the NHR match, **no** Overpayment/Overissuance (OP/OI) can be established. The quarter after quarter claims establishment rule, as referenced in [ACL No. 17-41](#), does not apply to the NHR match. Furthermore, CWDs must not contact third-party and/or income/benefit sources to verify information obtained from the NHR match. For example, CWDs must not contact the employer or use the Work Number to verify information as a result of the NHR match.

As a reminder, Senate Bill (SB) 360 amended portions of the [Welfare & Institutions Code \(W&IC\) Section 10980](#), limiting the timeframe for pursuing criminal prosecution for CalWORKs and CalFresh OP/OI's. The timely processing of the NHR match ensures counties are in compliance with the amended [W&IC 10980](#). Please refer to [ACL No. 18-22](#) for additional information regarding SB 360.

**Implementation**

CDSS will work with the consortia to automate the SAWS 30. Until the automation for the SAWS 30 is complete, CWDs can continue to use existing notifications (i.e. VER 200 C-IV). The SAWS 30 does not replace any existing IRT notification forms required for the CalFresh or CalWORKs programs.

### **Substitutes and Overprinting**

Substitutes and overprinting modifications are not permitted. Overprinting modifications for purposes other than those specified under [MPP §23-400.211](#) must be pre-approved by CDSS before use of the forms by CWDs.

### **Camera Ready Copies and Translations**

For a camera-ready copy in English, contact the CDSS Forms Management Unit at [fmudds@dss.ca.gov](mailto:fmudds@dss.ca.gov). You may obtain this form from the [CDSS webpage](#) at: <http://www.cdss.ca.gov/inforesources/Forms-Brochures/Forms-by-Program>.

When all translations are completed per [MPP §21-115.2](#), they are posted on an on-going basis on the CDSS webpage. [Copies of translated forms](#) can be obtained at: <http://www.cdss.ca.gov/inforesources/Translated-Forms-and-Publications>.

For questions on translated materials, please contact the CDSS Language and Services at (916) 651-8876. Until translations are available, recipients who have elected to receive materials in languages other than English should be sent the English version of the form or notice along with the [GEN 1365 – Notice of Language Services](#) and a local contact number.

In the event CDSS does not provide translations of a form, it is the CWD's responsibility to provide interpreter services if an applicant or recipient requests them. In addition, the CWDs shall ensure that individuals with disabilities are provided services, such as auxiliary aids and services to persons who are deaf or hearing impaired, or persons with impaired speech, vision or manual skills where necessary. More information regarding translations can be found in [MPP §21-115](#). The CWDs must ensure that effective bilingual services are provided. This requirement may be met through utilization of paid interpreters, qualified bilingual employees and qualified employees of other agencies or community resources. These services shall be provided free of charge to the applicant/recipient.

This ACL and other [CDSS Letters and Notices](#) are available on the internet at: <http://www.cdss.ca.gov/inforesources/Letters-and-Notices>.

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If you have any questions regarding this ACL, please contact the Automation, Integrity, and Client Initiatives Branch at (916) 653-1826.

Sincerely,

***Original Document Signed by:***

TODD R. BLAND

Assistant Director

Automation, Integrity, and Client Initiatives Branch

Attachment

[illegible]

Date:

We want to congratulate \_\_\_\_\_ on your new job. We received information from state and/or federal agencies showing that you recently became employed. We would like to request your assistance in updating our records, and remind you of your Income Reporting Threshold (IRT).

Benefit Type	CalWORKs	CalFresh
Family Size		
Your IRT is		

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- SAWS 30 (3/19) - REQUIRED FORM - NO SUBSTITUTES PERMITTED